

2016

Kentucky Emergency
Response Commission

Kentucky Emergency
Management



EPCRA "HOW TO COMPLY" PACKET

This Packet describes the steps required to be tier2 compliant with Kentucky and EPCRA regulations for the calendar year 2016. All owners or operators of facilities that are subject to the OSHA Hazard Communication Standard; use, produce, and/or store a Hazardous Chemical and/or an "Extremely Hazardous Substance" (EHS); in excess of the "Threshold Quantity" (TQ) must report as described.

KERC Document: 700-CP

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Quick Start Guide: Tier2 Submission

- 1) Download Tier2Submit2015 software from the EPA's Website and install
 - a. <http://www2.epa.gov/epcra-tier-i-and-tier-ii-reporting/tier2-submit-software>
- 2) Complete a tier2 report for all required facilities associated with your company
 - a. **NOTE:** If available import last year's 2014 tier2 report into Tier2Submit2015
 - b. Update tier2 report to include any new chemical and/or contact information
- 3) "Create Submission"
- 4) "Create Electronic Submission File" i.e., save tier2 report to your computer in .t2s format
- 5) Go to the KERC Online Submission Website:
 - a. <https://secure.kentucky.gov/kyem/tier2submission>
- 6) Log in (user name and password)
- 7) Click "Start"
- 8) Review submitter information and click "Save and Continue"
- 9) Click "Browse" and select file created in step 4 above
- 10) Select "New 2015 Submission" radio button (Default Option)
- 11) Click "Upload"
- 12) Review facility information, if correct click "Payment/Invoice Options"
- 13) Select the desired payment method radio button
- 14) Click "Proceed to Checkout"
- 15) Review/complete Banking/Credit Card/Invoice Information and click "Submit"
- 16) **NOTE:** Save receipt, it is proof of your submission
- 17) Send electronic (.t2s) and/or paper copies of tier2 report to LEPC and Local Fire Department
- 18) You are done for 2016! :o)

Complete EPCRA requirement information and more detailed step-by-step instructions for online submission are available in the EPCRA "How to Comply Packet" annually updated each fall and available for download at: <http://kyem.ky.gov/programs/Pages/SARATitleIII.aspx>

What is the Kentucky Tier2 Reporting Fee Schedule

Reporting Dates

Tier2 reporting is required each year between January 1 and March 1. Submissions filed after the March 1st deadline will be classified as late and, per [KRS 39E.990](#), may be assessed a civil penalty and/or fined a minimum of two hundred and fifty dollars. Each day upon which the violation occurs shall be considered a separate violation and a separate civil penalty may be imposed.

Electronic Payment

Beginning January 1, 2014, all Kentucky facilities are required to file tier2 reports and pay all associated fees electronically in accordance with the KERC's annually published EPCRA "How to Comply Packet." A processing fee will be charged automatically and included with the online payment submission.

Fees

Fees shall be payable in accordance with the schedule listed below except the same owner or owners of two or more facilities in a single county subject to paying a fee shall pay a fee not to exceed \$250 for all those facilities in that county.

Facility "Category" Definitions

Category One Facility - \$0

Any facility owned or operated by local, state, or federal government. Category One facilities are exempted from paying any fee in accordance with [KRS 39E.050](#). This exemption applies solely to fees and does not exempt any Category One Facility from reporting requirements.

Category Two Facility - \$40

Any facility that has ten thousand (10,000) pounds and not more than four hundred ninety-nine thousand, nine hundred ninety-nine (499,999) pounds of each of ten (10) or fewer hazardous substances at any time during the calendar year. The combined total of all hazardous substances shall not exceed four hundred ninety-nine thousand, nine hundred ninety-nine (499,999) pounds.

Category Three Facility - \$250

Any facility that has ten thousand (10,000) pounds or more of each of eleven (11) or more hazardous substances. The combined total of all hazardous substances shall not exceed four hundred ninety-nine thousand, nine hundred ninety nine (499,999) pounds.

Category Four Facility - \$250

Any facility that has a total inventory of over four hundred ninety-nine thousand, nine hundred ninety-nine (499,999) pounds of hazardous substances.

Category Five Facility - \$250

Any facility that has an Extremely Hazardous Substance (EHS) listed in [40 CFR 355](#) as amended (EPA's list of Extremely Hazardous Substances) in excess of the threshold planning quantity or five hundred (500) pounds whichever is less.

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Step-By-Step Online Submission Instructions

- 1) Enter the following URL to access the online submission application:
<https://secure.kentucky.gov/kyem/tier2submission>
- 2) Kentucky.gov User Login; enter your user name and password and click "Sign In!"
 - a) If you do not have a KY.GOV username and password register by clicking the "New User Registration" link and create a user name and password.
 - i) After completing required information click "Continue"
 - ii) Registration may take a few minutes to process
 - iii) After initially creating an account you may have to re-enter the URL above and login to begin the actual Online Tier2 Submission process
- 3) Click the "Start" button
- 4) Review and verify or update the Tier2 Submitter Contact Information:
 - a. First Name **of Tier2 Report Submitter**
 - b. Last Name **of Tier2 Report Submitter**
 - c. Email **of Tier2 Report Submitter**
 - d. Daytime Telephone **of Tier2 Report Submitter**
 - e. Address 1 **of Tier2 Report Submitter**
 - f. Address 2 (optional) **of Tier2 Report Submitter**
 - g. City **of Tier2 Report Submitter**
 - h. State **of Tier2 Report Submitter**
 - i. Zip Code **of Tier2 Report Submitter**
 - j. Company Name **of Facility(ies) being reported**

IMPORTANT: The complete file upload history related to your ky.gov account can be viewed on this and following pages; click the "History" link located in the upper right-hand corner to view Submission History.

- a. Hyperlink in "file" column will allow you to download historical tier2 files
 - b. Hyperlink in "status" column will allow you to download historical receipts
 - c. "View Facilities" button will show list of facilities reported in the file that was uploaded
- 5) Click "Save and Continue"
- 6) Click "Browse" to find the file you created using the EPA's Tier2Submit20xx program and select the file by double-clicking it.

NOTE:

 - a) File must be in a .t2s format
 - b) File cannot be larger than 20 Mb
 - c) Only one file may be uploaded per tier2 submission; please ensure that all of the facilities for which you are reporting are included in one .t2s file that was created in the EPA's Tier2Submit2015 program

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6) Choose "Upload Type"

- a) "New 2015 Submission" if this is your initial submission in 2015 and you have not yet paid fees.
- b) **"Update to a previously uploaded 2015 Submission"** may be selected only if the facility has already paid ALL 2015 fees. Full instructions are included within this packet; see Table of Contents for exact location.

7) Click "Upload"

- 8) Review and confirm facility information: name, address, city, state, county, and category for each facility contained within the file you uploaded. All information is pulled directly from the file you uploaded.

NOTE: If a facility you want to submit is not listed, it is not in the file you uploaded.

IMPORTANT: If ANY information is incorrect in the electronic tier2 report (.t2s format) it must be updated within the Tier2Submit2015 program, re-saved to your computer, and a new file must be uploaded to this website. Submitters CANNOT update information within the tier2 report during the submission process.

9) Click "Payment/Invoice Options"

- 10) Select checkout method. Your choices will depend on the content of the file you uploaded and for which type of facility you are reporting. Government facilities will have only one option. Non-government facilities will have two options.

- a) Government Payment/Invoice options
 - i) Submit an Invoice, begins on step 32 (page 15)
- b) Non-government Payment/Invoice options
 - i) Pay via credit card, MasterCard or Visa ONLY, begins on step 13 (page 10)
 - ii) Pay via Checking or Savings Account (ACH), begins on step 22 (page 12)

11) Click "Proceed to Checkout"

- a) Pay via credit card, MasterCard or Visa ONLY, go to step 13 (page 10)
- b) Pay via Checking or Savings Account (ACH) go to step 22 (page 12)
- c) Submit an Invoice go to step 32 (page 15)

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Credit Card Payments

- 12) Review **ALL** fees located in box at upper right-hand corner of the screen. There is a facility charge ranging from \$40 - \$250 per facility. There is a \$250 cap on fees per county. A 3% processing fee will be charged automatically and included with credit card online payments.
- 13) Enter the following Credit Card information, **ONLY** MasterCard or Visa will be accepted. All fees that are collected by KYEM via credit card will appear on the customer's monthly bill statement as **"L2G*DEPT MIL AFFAIRS | 502-607-5712"**
- a) Credit Card Number (Do not include spaces or dashes)
 - b) Expiration Date (month / year)
 - c) Security Code (3 digit code CVV2 on the back of the credit card)
 - d) Cardholder's Name
 - e) Cardholder's Address 1
 - f) Cardholder's Address Line 2 (*not required*)
 - g) Cardholder's City
 - h) Cardholder's State (Defaults to Kentucky)
 - i) Cardholder's Zip code
- 14) Select "Next"
- 15) Review Credit Card Details:
- a) Ensure total fee is correct; the fee will include an additional 3% for credit card transactions
 - b) Confirm Card Details (last four numbers of card and expiration date)
 - c) Confirm Cardholder Details (name and address)
- NOTE:** If anything is incorrect, click the "Edit" link to the right of the section.
- 16) Select "Pay Now"
- NOTE:** The service may take a few moments to process. Avoid clicking the "Pay Now" button multiple times to avoid duplication of payment.
- 17) **Thank you for your payment!** Please print and save a copy of the receipt (with the Confirmation Number) for your records; it is proof of your completion of the State requirements for tier2 inventory reports.
- a) Click "PRINT" in the upper right hand corner to print a receipt
 - b) Click "EMAIL" in the upper right hand corner and a pop-up box will appear
 - i. Enter any valid email address
 - ii. Click "send Email" and the box will disappear

NOTE: After you click "Send Email" and the pop-up disappears you may click the "EMAIL" in the upper right hand corner to send another copy to a different address. This can be repeated as many times as desired.

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18) **NOTE: Submission to LEPC's and Fire Departments** - To meet all state and federal requirements a copy of the report must also be submitted annually to the Local Emergency Planning Committee (LEPC) for the County where the facility is located and the local Fire Department having jurisdiction for response to the facility. No fee is required to submit tier2 reports to the LEPC or Local Fire Department.

a) Most, but not all, LEPCs require electronic submission of tier2 reports, a complete list "LEPC Tier2 Inventory Reporting Contact Information" can be found at the end of this packet. A downloadable version of the LEPC contact information list containing email hyperlinks can be found in the document library on KYEM's SARA Title III website:

<http://kyem.ky.gov/programs/Pages/SARATitleIII.aspx>.

i) For those LEPCs with an email listed simply email facility name, tier2 contact information, and the .t2s file created in the EPA's Tier2Submit20xx program.

ii) For those LEPC's that do not require electronic submission send facility name, tier2 contact information, and a printed copy of your tier2 report via USPS or comparable mailing service.

b) Most Fire Departments in KY still require a hard copy report, contact fire department directly for specific submission requirements.

20) Click "Continue"

21) **Thank You!** Click "Finish" to log out

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ACH Payments - Electronic Checking or Electronic Savings Accounts.

22) Answer "Yes" or "No" if the transaction is an International ACH Transaction.

NOTE: International ACH transactions cannot be accepted.

- a) **YES**, if "Yes," please submit payment by an alternate method. It is the intent of the Commonwealth of Kentucky not to use the ACH system for transactions in violation of U.S. Law, including the sanctions administered by the Office of Foreign Assets Control (OFAC). It is also the intent of the agency to be in compliance with the "International ACH Transaction (IAT) rules" that are part of the NACHA Operating Rules. Accordingly, all payments made through this website/online application are intended only for payments not associated with a foreign bank account, which would classify it as an "International ACH Transaction (IAT)" under the NACHA Operating Rules.

Since this website's payment application does not accommodate IAT transactions, payors that would be considered an IAT payor should use some other method of remitting funds to the Commonwealth. Alternative forms of payment would include credit card.

- b) **NO**, if "No," you will automatically be moved to the next page.

23) Review **ALL** fees located in box at upper right-hand corner of the screen. There is a facility charge ranging from \$40 - \$250 per facility. There is a \$250 cap on fees per county. A \$2.00 processing fee will be charged automatically and included with ACH online payments.

24) Complete the following information on the ACH / Electronic Payment page:

- a) Account Type (Checking or Savings)
- b) Routing Number
- c) Verify Routing Number
- d) Account Number
- e) Verify Account Number
- f) Account Holder Name
- g) Account Holder Address
- h) Account Holder Address Line 2 (*not required*)
- i) Account Holder City
- j) Account Holder State (Defaults to Kentucky)
- k) Account Holder Zip code
- l) Account Holder Daytime Phone Number

25) Select "Next."

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26) Review Banking Account Details:

- a) Ensure total fee is correct; the fee will include an additional \$2.00 processing fee for each transaction.
- b) Confirm Account Details
 - i) (last four numbers of account Number)
 - ii) (complete routing number)
- c) Account Holder Details (name and address).

NOTE: If anything is incorrect, click the "Edit" link to the right of the section.

27) Select "Pay Now" to process the payment if the information is correct.

NOTE: The service may take a few moments to process. Avoid clicking the "Pay Now" button multiple times to avoid duplication of payment.

28) **Thank you for your payment!** Please print and save a copy of the receipt (with the Confirmation Number) for your records; it is proof of your completion of the State requirements for tier2 inventory reports.

- a) Click "PRINT" in the upper right hand corner to print a receipt.
- b) Click "EMAIL" in the upper right hand corner and a pop-up box will appear.
 - i. Enter any valid email address.
 - ii. Click "send Email" and the box will disappear.

NOTE: After you click "Send Email" and the pop-up disappears you may click the "EMAIL" in the upper right hand corner to send another copy to a different address. This can be repeated as many times as desired.

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29) **Note: Submission to LEPC's and Fire Departments** - To meet all state and federal requirements a copy of the report must also be submitted annually to the Local Emergency Planning Committee (LEPC) for the County where the facility is located and the local Fire Department having jurisdiction for response to the facility. No fee is required to submit tier2 reports to the LEPC or Local Fire Department.

a) Most, but not all, LEPCs require electronic submission of tier2 reports, a complete list "LEPC Tier2 Inventory Reporting Contact Information" can be found at the end of this packet. A downloadable version of the LEPC contact information list containing email hyperlinks can be found in the document library on KYEM's SARA Title III website:

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i) For those LEPC's with an email listed simply email facility name, tier2 contact information, and the .t2s file created in the EPA's Tier2Submit20xx program.

ii) For those LEPC's that do not require electronic submission send facility name, tier2 contact information, and a printed copy of your tier2 report via USPS or comparable mailing service.

b) Most Fire Departments in KY still require a hard copy report, contact fire department directly for specific submission requirements.

30) Click "Continue"

31) **Thank You!** Click "Finish" to log out

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Submit an Invoice - is the only option for Government Facilities.

32) Verify and/or enter the owner/operator and billing information as you would like it displayed on the invoice, this is probably not the submitter's personal information:

- a) Owner/Operator Name
- b) Facility/Parent Company Name
- c) Billing Address 1
- d) Billing Address 2 (optional)
- e) Billing City
- f) Billing State
- g) Billing Zip code

33) Click "Submit"

Important: Click "Save a copy" or "Download Invoice" to view / print/ and save a copy of the invoice for your records. The invoice is your proof of submission to the state.

34) **Note: Submission to LEPC's and Fire Departments** - To meet all state and federal requirements a copy of the report must also be submitted annually to the Local Emergency Planning Committee (LEPC) for the County where the facility is located and the local Fire Department having jurisdiction for response to the facility. No fee is required to submit tier2 reports to the LEPC or Local Fire Department.

a) Most, but not all, LEPCs require electronic submission of tier2 reports, a complete list "LEPC Tier2 Inventory Reporting Contact Information" can be found at the end of this packet. A downloadable version of the LEPC contact information list containing email hyperlinks can be found in the document library on KYEM's SARA Title III website:

<http://kyem.ky.gov/programs/Pages/SARATitleIII.aspx>.

- i) For those LEPC's with an email listed simply email facility name, tier2 contact information, and the .t2s file created in the EPA's Tier2Submit20xx program.
 - ii) For those LEPC's that do not require electronic submission send facility name, tier2 contact information, and a printed copy of your tier2 report via USPS or comparable mailing service.
- b) Most Fire Departments in KY still require a hard copy report, contact fire department directly for specific submission requirements.

35) Click "Next"

36) **Thank You!** Click "Finish" to log out

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Submitting a Mid-Year Update

Facilities may choose to use this option and “Submit Mid-year Tier2 update” only if they have already paid **ALL** 2015 fees as part of a previous submission. There will be no fees associated with this submittal. This submission does not fulfill any of the legal requirements associated with the annual tier2 reporting (due between Jan 1st and Mar 1st) set forth in [EPCRA](#) or [KRS 39E](#).

- 1) Enter the following URL to access the online submission application:
<https://secure.kentucky.gov/kyem/tier2submission>
- 2) Click “Start”
- 3) Enter your user name and password and click “Sign In!”
- 4) Review and verify or update the Tier2 Submitter Contact Information:
- 5) Click “Save and Continue”
- 6) Click “Browse” to find the file you updated using the EPA’s Tier2Submit20xx program. This must have a .t2s extension; select the file by double-clicking.
- 7) Choose “Upload Type” - **“Update to a previously uploaded 2015 Submission”**
- 8) Click “Upload”
- 9) Select “Submit Mid-year Tier2 update”
- 10) Review and confirm facility information for each facility contained within the file you uploaded. All information is pulled directly from the file you uploaded.
- 11) Click “Submit Update”
 - a) You will be prompted, **“Are you sure you want to submit this replacement?”**
 - b) Clicking OK will replace the last file submitted for your facility (ies) with the current. All previous data files will be removed.
- 12) Click “Finish” to log out

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Submitting to LEPC's and Fire Departments

Note: Submission to LEPC's and Fire Departments - To meet all state and federal requirements a copy of the report must also be submitted annually to the Local Emergency Planning Committee (LEPC) for the County where the facility is located and the local Fire Department having jurisdiction for response to the facility. No fee is required to submit tier2 reports to the LEPC or Local Fire Department.

- a) Most, but not all, LEPCs require electronic submission of tier2 reports, a complete list "LEPC Tier2 Inventory Reporting Contact Information" can be found at the end of this packet. A downloadable version of the LEPC contact information list containing email hyperlinks can be found in the document library on KYEM's SARA Title III website:
<http://kyem.ky.gov/programs/Pages/SARATitleIII.aspx>.
- i) For those LEPC's with an email listed simply email facility name, tier2 contact information, and the .t2s file created in the EPA's Tier2Submit20xx program.
- ii) For those LEPC's that do not require electronic submission send facility name, tier2 contact information, and a printed copy of your tier2 report via USPS or comparable mailing service.
- b) Most Fire Departments in KY still require a hard copy report, contact fire department directly for specific submission requirements.

FAQ: General EPCRA & Kentucky Requirements for Reporting

What If I Have Other Questions Not Found On This List

The EPA manages a Frequently Asked Questions (FAQ) page on their website:

<https://emergencymanagement.zendesk.com/hc/en-us/categories/201455628>

Is There Someone with the State Of Kentucky That I May Contact For Help

Yes, The KERC / LEPC Program Manager is available via email at tier2kyem@gmail.com or phone at 502-607-5712.

Who Must Submit A Tier2 Report (Comply)

The owner or operator of any facility that is required, under administrative regulations implementing the Occupational Safety and Health Act of 1970, to prepare or have available a Safety Data Sheet (SDS formerly a MSDS) for a hazardous chemical present at the facility must annually submit a tier2 report. SDS requirements are specified in the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, found in Title 29 of the Code of Federal Regulations at 1910.1200.

The owner or operator of a facility must submit a tier2 report when all of the following conditions are met:

- 1) Facility is subject to the OSHA Hazard Communication Standard; and
- 2) Facility uses, produces, and/or stores a Hazardous Chemical and/or an "Extremely Hazardous Substance" (EHS); and
- 3) The quantity of one of these Hazardous Chemicals or Extremely Hazardous Substances is in excess of the "Threshold Quantity" (TQ).

Where Can I Get A SDS (Formerly MSDS)

The manufacturer (or importer) of a particular chemical substance has the primary responsibility under OSHA for determining whether that chemical is subject to OSHA's SDS requirements. OSHA regulations require manufacturers and importers to provide information on the hazard of their chemicals to persons using or distributing those chemicals. One option for facility owners or operators who are not certain whether they have a hazardous chemical that requires an SDS under OSHA is to contact the manufacturer of the substance for assistance in making this determination.

When Do I Submit a Tier2 Report

Annually, tier2 reports are required to be submitted each year between January 1 and March 1. Submissions filed after the March 1st deadline will be classified as late and, per [KRS 39E.990](#), may be assessed a civil penalty and/or fined a minimum of two hundred and fifty dollars. Each day upon which the violation occurs shall be considered a separate violation and a separate civil penalty may be imposed.

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Are There Fees for Submitting a Tier2 Report

Yes, per [KRS 39E.050](#)

(1) The KERK institutes a fee system to assist in the administration the EPCRA Program in Kentucky at both state and local levels.

(2) (a) Any facility required to report under the provisions of this chapter shall annually submit to the commission the required fee of forty dollars (\$40) no later than March 1. This paragraph shall not apply to facilities that pay a fee pursuant to paragraph (b) of this subsection.

(b) Any facility required to report under the provisions of this chapter and which meets any of the following standards shall annually submit to the commission the required fee of two hundred fifty dollars (\$250) no later than March 1:

1. The facility has any of the extremely hazardous substances identified in [40 C.F.R. Part 355](#), as amended;
2. The facility has eleven (11) or more hazardous substances as defined in [KRS 39E.020](#); or
3. The facility has a total inventory of hazardous substances as defined in [KRS 39E.020](#) of over four hundred ninety-nine thousand nine hundred ninety-nine (499,999) pounds.

(d) The provisions of this subsection shall not apply to a facility owned or operated by local, state, or federal government.

What Category Is My Facility

Category One Facility - \$0

Any facility owned or operated by local, state or federal government. Category One facilities are exempted from paying any fee in accordance with [KRS 39E.050](#). This exemption applies solely to fees and does not exempt any Category One Facility from reporting requirements.

Category Two Facility - \$40

Any facility that has between 10,000 pounds and 499,999 pounds each, of 10 or fewer hazardous chemicals at any time during the calendar year. The combined total of all hazardous chemicals does not exceed 499,999 pounds.

Category Three Facility - \$250

Any facility that has 10,000 pounds or more of each of 11 or more hazardous chemicals. The combined total of all hazardous chemicals does not exceed 499,999 pounds.

Category Four Facility - \$250

Any facility that has a total inventory of over 499,999 pounds of hazardous chemicals.

Category Five Facility - \$250

Any facility that has an Extremely Hazardous Substance (EHS) listed in [40 CFR 355](#) as amended (EPA's list of Extremely Hazardous Substances) in excess of the threshold planning quantity (TPQ) or five hundred (500) pounds whichever is less.

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Do State Agencies have to pay a fee

No, any facility owned or operated by local, state or federal government, a Category One Facility, is exempted from paying any fee in accordance with [KRS 39E.050](#). This exemption applies solely to fees and does not exempt any Category One Facility from reporting requirements.

How do I Report Multiple Facilities

Only one file may be uploaded per tier2 submission. It is imperative facilities ensure that all of the facilities for which they are reporting are included in one .t2s files created in the EPA's Tier2Submit20xx program. Fees are calculated automatically during the Online Submission process. The owner of two or more facilities in a single county subject to paying a fee shall pay a fee not to exceed \$250 for all those facilities in that county.

Do I Receive a Discount If I Am Reporting Multiple Facilities

Yes, the same owner or owners of two or more facilities in a single county subject to paying a fee shall pay a fee not to exceed \$250 for all those facilities in that county. A processing fee will be charged automatically and included with the online payment submission.

Are There Penalties for Filing Late

Any owner or operator who violates any tier2 reporting requirement shall be subject to penalties as set forth in [P.L. 99-499, Title III, Section 325](#) and [KRS Chapter 39E.990](#) and subsequent administrative regulations.

How Do I Submit Tier2 Report Fees

Beginning January 1, 2014, all Kentucky facilities are required to file tier2 reports and pay all associated fees electronically in accordance with KYEM's annually published EPCRA "How to Comply Packet." A processing fee will be charged automatically and included with the online payment submission.

What Payment Methods May I Use To Pay My Tier2 Fees

Fees are calculated automatically during the Online Submission process. Only two forms of payment are currently accepted: credit card (Master Card / Visa) and ACH (electronic checking or electronic savings).

Do I Have To Pay My Tier2 Fees Electronically

Yes, beginning January 1, 2014, all Kentucky facilities were required to file tier2 reports and pay all associated fees electronically in accordance with KYEM's annually published EPCRA "How to Comply Packet."

What If I Feel the Fee I Paid Was Incorrect

If you feel you were charged too much or not enough please contact the KERC / LEPC Program Manager via email at tier2kyem@gmail.com or phone at 502-607-5712. A copy of the credit card or bank account statement and the tier2 submission receipt will be required to issue any refund.

EPCRA "How to Comply" Packet

Who Do I Send a Copy of My Tier2 Report

Facilities must submit a copy of their completed tier2 form(s) to each of the following organizations:

- 1) Your State Emergency Response Commission, in Kentucky this is known as the Kentucky Emergency Response Commission (KERC)
- 2) Your Local Emergency Planning Committee (LEPC)
- 3) The fire department with jurisdiction over your facility

How Do I Submit My Tier2 Report to the KERC

Electronically through Kentucky's Online Tier II Submit Website:

<https://secure.kentucky.gov/kyem/Tier2submission> Beginning January 1, 2014, all Kentucky facilities were required to file tier2 reports and pay all associated fees electronically in accordance with KYEM's annually published EPCRA "How to Comply Packet."

Is Having an Account with Kentucky.Gov Required To Submit A Tier2 Report

You must have an account with kentucky.gov in order to submit online and it may take several minutes for your password to be activated. You may obtain a free account from a link on the tier2 online submission homepage, or at:

<https://secure.kentucky.gov/g2p/KII.G2P.Portal.Web.Pages.SSO/Registration.aspx?hsid=>

Can I Retrieve Historical Submission Receipts from My Kentucky.Gov Account

Yes, the file submitter may log into the online submission website at

<https://secure.kentucky.gov/kyem/tier2submission> and retrieve a receipt of payment and invoice.

- 1) Log in
- 2) Confirm user account information
- 3) Save and Continue

The complete file upload history related to your ky.gov account can be viewed on this and following pages; click the "History" link located in the upper right-hand corner to view Submission History.

- a) Hyperlink in "file" column will allow you to download old tier2 files
- b) Hyperlink in "status" column will allow you to download a receipt
- c) "View Facilities" button will show list of facilities reported in file upload

Do I Have To File a Tier2 Report Electronically

Yes, beginning January 1, 2014, all Kentucky facilities were required to file tier2 reports and pay all associated fees electronically in accordance with KYEM's annually published EPCRA "How to Comply Packet".

May I Submit a Paper Tier2 Report

No, Kentucky no longer accepts hard copy (paper) tier2 reports or paper checks for the associated fees!

EPCRA "How to Comply" Packet

Does Filing an Electronic Tier2 Report Require a Special Program

Yes, Kentucky requires facilities to use the EPA's Tier2Submit20xx program. Tier2Submit20xx was developed by NOAA and EPA, now maintained by the Risk Management Plan (RMP) Reporting Center, and was designed to help facilities prepare an electronic chemical inventory report. The "Tier2 Submit 2015 Software" is available at: <http://www2.epa.gov/epcra-tier-i-and-tier-ii-reporting/tier2-submit-software>.

After downloading the program, complete the required information and save the file to a location on your computer. You will upload this file later to the KYEM Online Tier2 Submission page.

If you have any problems downloading a copy of Tier2Submit20xx or for technical support, contact the RMP Reporting Center (RMPRC@epacdx.net) or call (703) 227-7650. The RMP Reporting Center is staffed on weekdays from 8 AM to 4:30 PM, Eastern Time.

Has Anything Changed In Tier2Submit2015

- Added a requirement that Title be filled out for Emergency Contact, Tier II Information Contact, and Facility Emergency Coordinator contact types
- Replaced EHS checkbox with Yes/No radio buttons
- Added new "Replace Field Contents in Found Set" feature that will allow you to copy the contents of the current field to the same field on all the records in the found set
- Updated to latest NAICS list (used in ID drop-down list for Facilities), which also means that NAICS is now required to be a 6-digit code
- Added two new program checks to let you know when data is missing for cases where
 - you have marked a facility as subject to the Risk Management Program, but you haven't filled in an RMP ID value, and
 - you have marked a facility as subject to section 302 of EPCRA, but you haven't provided a Facility Emergency Coordinator contact for the facility
- Upgraded to FileMaker 14
- Revised helps
- Made minor bug fixes and changes

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How Do I Submit My Tier2 Report to A LEPC

To meet all state and federal requirements a copy of the tier2 report must also be submitted annually to the Local Emergency Planning Committees (LEPC) for the County where the facility is located. No fee is required for submission of tier2 reports to a LEPC.

Most, but not all, LEPCs require electronic submission of tier2 reports, a complete list "LEPC Tier2 Inventory Reporting Contact Information" and LEPC submission requirements can be found within KYEM's annually published EPCRA "How to Comply Packet".

- a) For those LEPC's with an email listed simply email Facility Name / tier2 contact information / and the .t2s file created in the EPA's Tier2Submit20xx program. A downloadable version of this list that contains email hyperlinks can be found in the document library on the website <http://kyem.ky.gov/programs/Pages/SARATitleIII.aspx>.

Facility Owners: If you receive an undeliverable notice from any listed LEPC contact **PLEASE** email the State LEPC Program Manager A.S.A.P.: tier2kyem@gmail.com. Thank You!

- b) For those LEPC's that do not require electronic submission send Facility Name / tier2 contact information / and a printed copy of your tier2 report via USPS or comparable mailing service.

How Do I Submit My Tier2 Report to the Local Fire Department

To meet all state and federal requirements a copy of the tier2 report must also be submitted annually to the local fire department having jurisdiction for response to the facility. No fee is required for submission of tier2 reports to a Local Fire Department. Facilities must contact individual Fire Departments to determine their specific tier2 report submission requirements.

Do I Report Chemical Amounts I Currently Have At the Facility

No, Facilities are required to report inventories for chemicals that were present at your facility at any time during the previous calendar year at levels that equal or exceed reporting threshold.

What Measurement Is Used When Calculating Threshold Quantity (TQ)

Facilities must determine how much of the Hazardous Chemical(s) or Extremely Hazardous Substance(s) your facility has on site using pounds as the unit of measurement.

All amounts must be calculated in pounds. To convert gas or liquid volume to weight in pounds, multiply the volume amount by the specific gravity factor. For pure substances the total weight is determined by adding together the weight of each container of the substance. There are two options to use when calculating your chemical inventory for mixtures:

- 1) Report the weight of the entire mixture as a whole; or
- 2) Only report the portions of the mixture that is a hazardous material. This is done by multiplying the weight of the chemical by the percent concentration of the chemical.

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How Do I Calculate Quantity of Chemicals in Storage

In order to determine if you have a Threshold Quantity (TQ), or the amount that triggers inventory reporting, of a Hazardous Chemical or Extremely Hazardous Substance you must first inventory your chemicals. If you are in compliance with the OSHA Hazard Communication Standard, you already have your Safety Data Sheets (SDS), formerly MSDS, gathered and know what chemicals you have. If you have not done this, you need to collect this information. NOTE: Facilities which have no SDS for a chemical, or have an MSDS which are being phased out for SDSs, should call their supplier and request a new one. Suppliers are required by law to provide updated copies on request.

What Chemicals Are Included

You must report the required information on this Tier Two form for each hazardous chemical present at your facility in quantities equal to or greater than established threshold amounts (discussed below), unless the chemicals are excluded under Section 311(e) of Title III. Hazardous chemicals are any substance for which your facility must maintain an SDS under OSHA's Hazard Communication Standard.

What Is a Reporting Threshold

The reporting threshold is defined as the level that must be reported to regulatory agencies to alert them to the presence of a specific chemicals. Minimum reporting quantity thresholds have been established under [SARA Title III, Section 312](#) for Hazardous Chemicals and Extremely Hazardous Substances (EHS) Tier Two reporting.

May I Report a Chemical That Is “Under Threshold”

Facility has one or more chemicals they wish to report that are under threshold. In the “Chemicals in Inventory” section, on the “Physical State & Quantity” tab check the box marked “Below Reporting Threshold”

May I Report If All My Chemicals Are “Under Threshold”

If ALL chemicals reported are under threshold, this type of facility is not required to submit a tier2 report, however, in the interest of providing information and maintaining the highest level of public safety the Kentucky Emergency Response Commission welcomes any tier2 report from any facility. Contact the LEPC Program Manager for specific instructions: 502-607-5712 or tier2kyem@gmail.com

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Are Any Chemicals Exempt from Tier2 Reporting

EPCRA Section 311 exempts several categories from the definition of "hazardous chemical" and are, therefore, exempt from EPCRA planning and/or reporting requirements. "Hazardous Chemical" is defined by section 1910.1200(c) of title 29 of the Code of Federal Regulations.

40 CFR 370, the current version of EPCRA regulation, states:

You do not have to report substances for which you are not required to have an SDS under the OSHA regulations, or that are excluded from the definition of hazardous chemical under EPCRA section 311(e). Each of the following substances are excluded under EPCRA section 311(e):

(a) Any food, food additive, color additive, drug, or cosmetic regulated by the Food and Drug Administration.

(b) Any substance present as a solid in any manufactured item to the extent exposure to the substance does not occur under normal conditions of use.

(c) Any substance to the extent it is used:

(1) For personal, family, or household purposes, or is present in the same form and concentration as a product packaged for distribution and use by the general public. Present in the same form and concentration as a product packaged for distribution and use by the general public means a substance packaged in a similar manner and present in the same concentration as the substance when packaged for use by the general public, whether or not it is intended for distribution to the general public or used for the same purpose as when it is packaged for use by the general public;

(2) In a research laboratory or hospital or other medical facility under the direct supervision of a technically qualified individual; or

(3) In routine agricultural operations or is a fertilizer held for sale by a retailer to the ultimate customer.

There are also a number of exemptions under the OSHA Hazard Communication Standard which affect the requirement for preparing or having available an SDS. These are listed in 29 CFR 1910.1200(b).

EPCRA "How to Comply" Packet

Are There Any Tier2 Reporting Exceptions for Retail Petroleum Facilities

On February 11, 1999, the EPA issued a final rule raising thresholds that trigger SDS Section 311 reporting and Section 312 annual chemical inventory reporting (tier2) under EPCRA for gasoline and diesel stored entirely in underground storage tanks at retail petroleum facilities that are in compliance with requirements for Underground Storage Tanks (UST).

- Gasoline (all grades combined) that was in tanks entirely underground at a retail gas station that was in compliance at all times during the preceding calendar year with all applicable Underground Storage Tank (UST) requirements: Threshold Quantity (TQ) 75,000 gallons
- Diesel fuel (all grades combined) that was in tanks entirely underground at a retail gas station that was in compliance at all times during the preceding calendar year with all applicable UST requirements: Threshold Quantity (TQ) 100,000 gallons

What Is Considered a Hazardous Chemicals

There is no comprehensive list of hazardous chemicals. The EPCRA regulations in [40 CFR Part 370](#) cite OSHA's broad definition of hazardous chemical (with certain exceptions listed in EPCRA Section 311(e)), which includes any element, compound, or mixture of elements that is a physical hazard or a health hazard (29 CFR Section 1910.1200(c) and 40 CFR Section 370.2).

Health hazards include, among others, chemicals that are carcinogens, toxics, reproductive toxins, irritants, corrosive, neurotoxins, hepatotoxins, and chemicals that damage the lungs, skin, eyes, or mucous membranes (29 CFR Section 1910.1200(c) and Appendix A).

Physical hazards include, among others, chemicals that are combustible, explosive, flammable, oxidizers, reactive, unstable, water-reactive, as well as compressed gases (29 CFR Section 1910.1200(c)).

What Is the Threshold Quantity (TQ) For Hazardous Chemicals

If your facility stores or uses more than 10,000 pounds of any one hazardous chemical or a mixture containing the TQ of a hazardous chemical at your facility, at any one point in time, on any one given day (24 hours), as defined by the OSHA Hazard Communication Standard.

If a chemical exhibits one or more of these characteristics it is considered to be a Hazardous Chemical. Similarly, if a formulation of several chemicals exhibits one or more of these characteristics, the formulation is a hazardous chemical. If you have any chemicals covered by the OSHA Hazard Communications Standard, those chemicals are also regulated under EPCRA. The characteristics of a chemical or compound and its reporting requirements can be identified from its OSHA Safety Data Sheet (SDS), formerly called a Material Safety Data Sheet (MSDS).

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What Is Considered an Extremely Hazardous Substances (EHS)

There is a comprehensive list of Extremely Hazardous Substances (EHS). There are 481 EHSs and they are all included on the EPA's "List of Lists". The List of Lists, current version - March 2015, is a consolidated list of chemicals subject to:

- Emergency Planning and Community Right-to-Know Act (EPCRA);
- Comprehensive Environmental Response, Compensation and Liability Act (CERCLA); and
- Section 112(r) of the Clean Air Act (CAA).

It was prepared to help facilities handling chemicals determine, for a specific chemical, whether they may be subject to certain reporting requirements. These lists should be used as a reference tool, not as a definitive source of compliance information. Please refer to the requirements in the appropriate part of the Code of Federal Regulations (CFR).

- Emergency planning notification under EPCRA section 302 (40 CFR Part 355)
- Emergency release notification under EPCRA section 304 (40 CFR Part 355)
- Toxic chemical release reporting under EPCRA section 313 (40 CFR Part 372)
- Hazardous substances release notification under CERCLA sections 102-103 (40 CFR Part 302)
- Accidental release prevention requirements under CAA 112(r) (40 CFR Part 68)

The List of Lists is available at:

<http://www2.epa.gov/epcra/epcracerclacaa-ss112r-consolidated-list-lists-march-2015-version>

There are NO trade names on this list, only specific chemical names. The specific chemical names may appear in the list of active ingredients on the label of a trade-named product/material, or are stated on the SDS.

What Is the Threshold Quantity (TQ) For Extremely Hazardous Substances (EHS)

If your facility stores or uses more than 500 pounds of any one Extremely Hazardous Substance or the listed Threshold Planning Quantity (TPQ), whichever is less. Examples include, but are not limited to, chlorine, ammonia, sulfuric acid, hydrofluoric acid, nitric acid. NOTE: there are 474 EHSs of which 80 have TPQ less than 500lbs. Please refer to the List of Lists, October 2012 Version, for a complete list of all EHSs.

How Do I Determine Quantity Thresholds of a Mixture

To determine whether a reporting threshold for an EHS has been met or exceeded, the owner or operator of a facility must aggregate the quantity of the EHS present as a component in all mixtures at the facility and all other quantities of the EHS present at the facility, including the quantity of the EHS present in mixtures that the facility is reporting as a mixture.

Does A Facility Have An Option How To Report A Mixture Containing EHS?

Under Sections 311 and 312, when extremely hazardous substances (EHS) are contained within a mixture, the mixture may be reported by choosing one of two options:

- Providing the required information on each component that is a hazardous chemical within the mixture. In this case, the concentration of the hazardous chemical in weight percent must be multiplied by the mass (in pounds) of the mixture to determine the quantity of the hazardous chemical in the mixture. No SDS has to be submitted for hazardous components in a mixture with quantities in concentrations under 0.1 percent for carcinogens and 1 percent for all other hazardous components of the total weight of the mixture.
- Providing the required information on the mixture as a whole, using the total quantity of the mixture.

How Do I Find Threshold Quantity with Mixtures

You may wish to create a spreadsheet that lists each trade name or pure substance you have in one column and the ingredients (composition) shown on the SDS in another column. In another column list the percent concentration for each ingredient on the SDS. For substances having a range of concentration use the maximum percentage shown. When two or more trade names or mixtures contain the same ingredient, list the amount of the ingredient in the same column to facilitate adding the quantities together. When your inventory is done, figure the ingredient weight in pounds and add the columns to give the total weight of each individual ingredient. **Any hazardous ingredient present in amounts of one percent or more in a mixture must be listed. If the chemical is a carcinogen (this should be listed on an SDS) it must be listed if present in excess of 0.1 percent.** These percentages are known as the de minimis concentrations. Hazardous ingredients must be listed whether they are active or inert. Examples of inert hazardous ingredients include flammable or toxic solvents used as a carrier, compressed gas as a propellant, and contaminants.

Example: A forklift battery with an electrolyte containing 70% sulfuric acid may have a total weight of 1000 pounds. The sulfuric acid may be reported either as 1000 pounds or as 0.70×1000 pounds = 700 pounds. Either number would still need to be multiplied by the total number of forklift batteries at the facility to report the total amount of sulfuric acid for the facility.

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May I Designate the Location of a Chemical(s) As Confidential

In order to fulfill the proper reporting under EPCRA, a facility owner or operator using Tier2Submit20xx to complete a tier2 report with "confidential" storage locations can omit the location information on their Tier2Submit20xx record if they (a) check the "Confidential" box on the Storage Locations tab in the Chemicals in Inventory module and (b) also submit a Confidential Location Information Form to the SERC, LEPC, and fire department according to their state's requirements. This confidential location form is used by the authorities to verify actual locations for audits and emergencies; the form is not made available to the public.

Kentucky facilities wishing to keep chemical location information confidential must:

- A. Download and complete the Tier2 Inventory Confidential Location Form (PDF) from KYEM's website: <http://kyem.ky.gov/programs/Pages/SARATitleIII.aspx>
- B. Attach confidential form to the electronic (.t2s file) tier2 report prior to submission to the State SERC.
 - a. Click "Add" on the Attachments Tab in the Tier2Submit20xx program and select your completed form
- C. Email confidential form to tier2kyem@gmail.com.
 - a. Subject line of email must include Tier2 Online Submission Invoice Number or Confirmation Number (you will be given this number when submission process is complete and all associated fees have been paid)

May I Designate the Chemical Composition of a Mixture as Confidential

Do not check the "Trade Secret" box unless you have received approval from the US Environmental Protection Agency (EPA). The KERC does not substantiate trade secret claims. If your trade secret claim is substantiated by EPA, you must submit a Sanitized Tier 2 report and EPA's confirmation of your claim to the KERC.

Forms and other information about how to report trade secrets must be obtained from the EPA at: <http://www2.epa.gov/epcra/substantiation-accompany-claims-trade-secrecy-under-epcra>. You may also contact the Emergency Planning and Community Right-to-Know Act (EPCRA) Call Center at: 800-424-9396 or by mail at: EPCRA Trade Secrets, Office of Emergency Management, USEPA Headquarters, William Jefferson Clinton Federal Building, 1200 Pennsylvania Avenue, N. W., **Mail Code:** 5104A, Washington, DC 20460.

EPCRA "How to Comply" Packet

FAQ: General Tier2Submit20xx Functions

How Do I Save My Electronic Tier2 Report in the Proper Format

After completing the required facility and chemical information select "Create Submission" from the FILE dropdown menu found in the top left hand corner of your screen. Select ALL Records. Click "Start Submission Validation." Validation Check Status must be PASSED. Save the file to your computer. Be sure to remember the location as you will upload this file later to the KYEM Online Tier2 Submission page.

1. Click "File" drop-down menu
2. Select "Create Submission" and select "All Records"
3. Click "Start Submission Validation"
4. Select "Create Electronic Submission File" (**ONLY** if Validation Check Status: **PASSED**)

How Do I Check To See If My Tier2 Report Is Valid (Completed Correctly)

1. Click "File" dropdown menu
2. Select "Create Submission" and select "All Records"
3. Click "Start Submission Validation"

Passing Validation - If you see the following: **PASSED** (but see notes in report) or **FAILED** there is incomplete or inaccurate information within your tier2 Report and you must click View Validation Report. View the report. Each facility that has missing information or validation errors will be listed. All items contained within the Validation Report must be corrected. All reports submitted that do not completely pass validation will be invalid and marked by state officials as such. Invalid submissions will be classified as late and, per [KRS 39E.990](#), may be assessed a civil penalty.

The screenshot shows the 'Tier2 Submit Validation Check Status: PASSED (but see notes in report)' window. It includes a 'View Validation Report' button. Below, it instructs the user to 'First check your state's submission requirements:' with a 'State Submission Requirements' link. Then, it asks to 'select a submission method:' with three options: 'Create Electronic File', 'Create Complete Paper Report', and 'Create Original-Style Paper Report'. A 'Cancel' button is at the bottom.

The screenshot shows the 'Tier2 Submit Validation Check Status: FAILED' window. It includes a 'View Validation Report' button. Below, it instructs the user to 'First check your state's submission requirements:' with a 'State Submission Requirements' link. Then, it asks to 'select a submission method:' with three options: 'Create Electronic File', 'Create Complete Paper Report', and 'Create Original-Style Paper Report'. A 'Cancel' button is at the bottom.

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How Do I Print A Paper Copy of My Tier2 Report Submit

- 1) Open Tier2Submit20xx
- 2) Click "Start Tier2 Submit"
- 3) Click File, top left corner
- 4) Select Create Submission
- 5) Select radio button of choice: current record, found set, all records
- 6) Click "Start Submission Validation"
- 7) Follow the rest of the on-screen instructions for previewing and printing the report.

Where Can I Find My NAICS Number

The North American Industry Classification System (NAICS) is used to classify business establishments according to type of economic activity (process of production) and has largely replaced the older Standard Industrial Classification (SIC) system. Full details at: <http://www.census.gov/eos/www/naics/>

Where Can I Find My Dun & Bradstreet (DUNS) Number

The DUNS Number is a unique 9-digit identification sequence that provides identifiers to single business entities while linking corporate family structures together. Full details at: <http://mycredit.dnb.com/search-for-duns-number/>

Where Can I Find My SIC Number

The Standard Industrial Classification (SIC) is a system for classifying industries by a four-digit code. Established in the United States in 1937, it is used by government agencies to classify industry areas. In the United States the SIC code is being supplanted by the six-digit North American Industry Classification System (NAICS code), which was released in 1997; however certain government departments and agencies, such as the U.S. Securities and Exchange Commission (SEC), still use the SIC codes. Full details at: <http://siccode.com/en>

Where Can I Find My TRI Number

The Toxic Release Inventory (TRI) number is required if a company treats, recycles, disposes, or releases more than 500 pounds of a chemical into the environment (as opposed to just handling it) annually. Full details at: <http://www2.epa.gov/toxics-release-inventory-tri-program/tri-threshold-screening-tool>

Where Can I Find My RMP Number

The Risk Management and Chemical Accident Prevention (RMP) number is required under the authority of section 112(r) of the Clean Air Act. The Chemical Accident Prevention Provisions require facilities that produce, handle, process, distribute, or store certain chemicals to develop a Risk Management Program, prepare a Risk Management Plan (RMP), and submit the RMP to EPA. Owners or operators of a stationary source with more than a threshold quantity of one of the 140 listed toxic and flammable substances <http://www.gpo.gov/fdsys/pkg/CFR-2011-title40-vol15/xml/CFR-2011-title40-vol15-sec68-130.xml> in 40 CFR Section 68.130 must submit an RMP. Full details at <http://www2.epa.gov/rmp>

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Where Can I Find My EIN Number

The Employer Identification Number (EIN), also known as Federal Employer Identification Number (FEIN) is the corporate equivalent to a Social Security number, although it is issued to anyone, including individuals, who have to pay withholding taxes on employees. It is also issued to entities, such as states, government agencies, corporations, limited liability companies, and any other organization that must have a number for a purpose in addition to reporting withholding tax, such as for opening a bank or brokerage account. Full details at: [http://www.irs.gov/Businesses/Small-Businesses-%26-Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-%26-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online) or Call 1-800-829-1040, the Internal Revenue Service's (IRS) toll-free number for customer service questions.

If I Am Submitting Electronically How Do I Sign the Tier2 Report

Per 40 CFR 370.42 the owner or operator or an officially designated representative must submit a certification statement containing an original signature that all information included in the submission is true, accurate, and complete. If a facility is reporting electronically, e.g., by using Tier2Submit20xx, the original signature requirement may be met by electronic certification according to requirements established by the state.

Kentucky facilities are required to submit electronically and may meet the signature requirements by accurately entering the owner's, operator's, or an officially designated representative's name and date of completion in the appropriate fields. Kentucky facilities that submit electronically are **NOT** required to also submit a certification statement on paper.

Technology Requirements for the Tier2 Submit Software

If you have any problems downloading a copy of Tier2Submit20xx or for technical support, contact the RMP Reporting Center (RMPRC@epacdx.net) or call (703) 227-7650. The RMP Reporting Center is staffed on weekdays from 8 AM to 4:30 PM, Eastern Time. The newest version of Tier2Submit20xx is for reporting (calendar) year 2016.

- Tier2Submit2015 for Windows (26.9 MB, EXE)
 - Windows version requires Windows 7 (Service Pack 1), Windows 8, or Windows 8.1.
- Tier2Submit2015 for Macintosh (37.9 MB, DMG)
 - See: Instructions for latest Mac OS X versions (PDF)

The Macintosh version requires Lion (10.7.x), Mountain Lion (10.8.x), Mavericks (10.9.x), or Yosemite (10.10.x). Operating systems not listed here have not been tested and are not supported.

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Technology Requirements Kentucky's Online Submission Website

- Requires that your operating system be Windows XP or higher.
- Requires your internet browser be IE 7 – 11

It is required that you use Internet Explorer as your browser. Google Chrome, Opera, Firefox, and other browsers **will not** work with the current payment applications that are required to complete the tier2 submission process.

For older browser users, the website may indicate the site is not secure due to Microsoft's certificate policies; however, the registration site is secure and the tier2 payment you will be making as part of the KYEM Online submission is also secure. If a security certificate issue appears, please click "Continue to this website." For further information regarding this issue, please contact Kentucky.gov at <http://kentucky.gov/Pages/contact.aspx>.



2016 LEPC Contact Information for



Tier2 Inventory Reporting

County	Requires Eletronic Submission	Email Facility Name, Tier2 Contact Information, and the .t2s File created in the EPA's Tier2Submit2015 to the Email address listed. If a mailing address is listed send Facility Name, Tier2 Contact Information, and a printed copy of the Tier2 Report via USPS or comparable mailing service.	
Adair	YES	Mike Keltner	mike.keltner@yahoo.com
Allen	YES	Gary Petty	Gary.petty@sunproductscorp.com
Anderson	YES	Bart Powell	bart.powell@roadrunner.com
Ballard	YES	Travis Holder	ballardoem@brtc.net
Barren	YES	Lance Crimmins	lepc@glasgow-ky.com
Bath	YES	Jason York	bathtier2@gmail.com
Bell	YES	BJ Barnett	bjbarnett@gmail.com
Bourbon	NO	Mike Withrow	Bourbon Co. LEPC, 525 High St. Paris, KY 40361
Boyd	YES	Brent Webster	Tier2@boydcoem.net
Boyle	YES	Mike Wilder	mwilder@boyleky.com
Bracken	YES	Fred N. Reynolds	brackencoem@gmail.com
Breathitt	YES	CHRIS FRILEY	cfriley@setel.com
Breckinridge	YES	Cathy Moore	BreckinridgeLEPC@aol.com
Bullitt	YES	Michael Phillips	bullittlepc@bcemaky.com
Butler	YES	Terry Hunt	Hunt5488@yahoo.com
Caldwell	YES	David Crenshaw	gcrenshaw56@gmail.com
Calloway	YES	William Call	CallowayEM@murray-ky.net
Carlisle	YES	Carissa Viniard	ccoem@ccfcky.com
Carroll	NO	Ed Webb	Carroll Co. LEPC, 829 Polk Street, Carrollton, KY 41008
Carter	YES	thomas thompson	Toocold252002@yahoo.com
Casey	NO	Rick Wesley	Casey Co. EM, 2506 Rouse Branch Road, Liberty, KY 42539
Christian	YES	Cecelia Cloos	ccem@hesenergy.net
Clark	YES	Paige Adkins	paige.adkins77@yahoo.com
Clay	YES	David Watson	David.watson@ahss.org
Clinton	YES	Lonnie Scott	clintonkyem@gmail.com
Crittenden	YES	Heath Martin	heathm@rocketmail.com
Cumberland	NO	Greg Carey	Cumberland Co. LEPC, PO Box 280, Burkesville, KY 42717
Daviess	YES	Vicky Connor	vconnor@daviessky.org
Edmonson	YES	Patrick Prunty	ecemprunty@windstream.net
Elliott	YES	Jim Skaggs	jimskaggsem@gmail.com
Estill	YES	Ronnie Riddell	ronnie.riddell@estillcountyema.com
Fayette	YES	Steve Jackson	sjackson@lexingtonky.gov
Fleming	NO	Dwayne Price	Fleming Co. LEPC, 201 Court Square, Flemingsburg, KY 41041
Floyd	YES	Jim Caldwell	fcemjim@hotmail.com
Franklin	YES	Tom Russell	trussell@frankfort.ky.gov

Fulton	NO	Hugh Caldwell	Fulton Co. LEPC, 2216 Myron Cory Drive Suite 1, Hickman, KY 42050
Gallatin	YES	Brandon Terrell	bterrell853@gmail.com
Garrard	YES	Wendell Hatfield	garrard.ema@gmail.com
Grant	YES	Les Whalen	chiefwvfd@yahoo.com
Graves	YES	Don Costello	gclepc@gmail.com
Grayson	YES	Ernie Perkins	ernieperkins375@yahoo.com
Green	YES	Anne Matney	matney@windstream.net
Greenup	YES	Dennis Bass	greenupoem@zoominternet.net
Hancock	YES	Rick Montague	ema@hancockky.us
Hardin	YES	Doug Finlay	emdiretor@hardin.co
Harlan	YES	Rhonda Pacholewski	harlan.lepc@gmail.com
Harrison	YES	Joey Nelson	hcem@roadrunner.com
Hart	YES	Kerry McDaniel	kerrym@scrtc.com
Henderson	YES	Vera Mayes	vmayes@hendersonky.us
Henry	YES	Michael Hilliard	HCEMA5200@gmail.com
Hickman	YES	Shadd Byassee	hcrd@ken-tennwireless.com
Hopkins	YES	Frank Wright	ema@twc.com
Jackson	YES	Greg Hayes	ghayesjcem@prtcnet.org
Jefferson	YES	Jim Bottom	Jim.Bottom@louisvilleky.gov
Jessamine	YES	Johnny Adams	jessaminecokyema@gmail.com
Johnson	YES	Gary McClure	garymcclure@cityofpaintsville.net
Knott	YES	Jeff Blair	knottcountycoroner@yahoo.com
Knox	YES	Mike Mitchell	kcemdir@gmail.com
Larue	NO	Dennis Wells	Larue Co. Emergency Management, 209 West High Street Suite 5, Hodgenville, KY 42748
Laurel	YES	Albert Hale	laurelcoem@gmail.com
Lawrence	YES	Harold E Slone	lawcokyem@gmail.com
Lee	NO	Eugene Barrett	Lee Co. LEPC, PO Box G, Beattyville, KY 41311
Leslie	YES	Phyllis Pennington	phyllis_ky42@yahoo.com
Letcher	YES	Paul Miles	pmilesem@yahoo.com
Lewis	YES	Carl Chaney	carld.chaney@gmail.com
Lincoln	YES	Don Gilliam	lincolnema@lincolnky.com
Livingston	YES	Brent Stringer	tbrent1001@hotmail.com
Logan	YES	Rodney Harkleroad	logancountymgmt@bellsouth.net
Lyon	YES	Randy Reed	lyoncountykylepc@gmail.com
Madison	YES	Bryan Makinen	Bryan.makinen@eku.edu
Magoffin	NO	Paul Howard	Magoffin Co. LEPC, P.O. box 640, Salyersville, KY 41465
Marion	YES	Chris Coyle	em.chriscoyle@gmail.com
Marshall	YES	Darlene Lynn	darlene.lynn@marshallcountky.gov
Martin	YES	KC Fitch	Kc.fitch@yahoo.com
Mason	YES	Greg Taylor	mcem@maysvilleky.net
McCracken	YES	Lori Thompson	lthompson@co.mccracken.ky.us
McCreary	NO	Rudy Young	McCreary Co. EM, PO Box 275, Stearns, KY 42647
McLean	YES	David A. Sunn	mcleancoema@gmail.com
Meade	YES	Ron Dodson	meadeema@bbtel.com
Menifee	YES	Jennifer Rogers	menifee127@gmail.com
Mercer	NO	Mike Burke	Mercer Co. LEPC, 207 West Lexington Street, Harrodsburg, KY 40330

Metcalfe	YES	Emory Kidd	edkidd@scrtc.com
Monroe	YES	Ricky Richardson	eoc@mcmccares.com
Montgomery	YES	Wesley Delk	wesleye.delk@ky.gov
Morgan	YES	Jim Gazay	jenkins_268@hotmail.com
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N. KY	YES	Bill Fletcher	bfletcher@boonecountyky.org
Ohio	YES	Savanna Vaughn	emassist@ohiocountyky.gov
Oldham	YES	Kevin Nuss	knuss@oldhamcountyky.gov
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Owsley	YES	Jason Jackson	jjackson1977@yahoo.com
Pendleton	YES	Mike Moore	pcema@blueone.net
Perry	YES	John Epperson	johnnepperson@live.com
Pike	YES	Peter F. Newsom	pedro@rogerspetroleum.com
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Pulaski	NO	Tiger Robinson	Pulaski Co. LEPC, 180 Oak Leaf Lane, Somerset KY, 42503
Robertson	YES	Diane Hardesty	robertsoncountym@gmail.com
Rockcastle	YES	Howell Holbrook	howell.holbrook@gmail.com
Rowan	YES	Ronnie Day	rowanem1@gmail.com
Russell	NO	HM Bottom	Russell Co. LEPC, P.O. Box 672, Russell Springs, KY 42642
Scott	YES	Jack Donovan	scottema@roadrunner.com
Shelby	YES	Paul Whitman	paul.whitman@shelbycoky.com
Simpson	YES	Robert J "Bob" Palmer	rpalmer@simpsoncounty.us
Spencer	YES	Jeff Coulter	jeffcoulter@spencercountyky.gov
Taylor	YES	Bill Hall	cf42718@gmail.com
Todd	NO	Tim Pulley	Todd Co. LEPC, P.O. Box 310 Elkton, KY 42220
Trigg	YES	Paula Flood	paulac.flood@att.net
Trimble	YES	Ronnie McCane	mccanetcem@aol.com
Union	YES	Vernon Martin	vernon.martin@unioncountyky.org
Warren	YES	Brooke Basham	tier2@wcem.org
Washington	YES	Kevin Devine	wcoem@bellsouth.net
Wayne	YES	Dewayne Perkins	wcems404@hotmail.com
Webster	YES	Jeremy Moore	websterema@bellsouth.net
Whitley	NO	Danny Moses	Whitley Co. LEPC, P.O. Box 237 Williamsburg, KY 40769
Wolfe	YES	Rebecca Long	wolfecoema@yahoo.com
Woodford	YES	Keith Slugantz	eoc@woodfordem.com

Facility Owners: If you receive any undeliverable notices from the listed LEPC Contacts PLEASE email the State LEPC Program Manager A.S.A.P.: tier2kyem@gmail.com Thank You!

*****Northern Kentucky LEPC (NKY) consists of Boone, Campbell, & Kenton Counties.*****

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